

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SOCIAL SERVICES

DATE: JULY 24, 2015

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SIMPSON
WOOD
SOKOL
FRASIER
STROUGH
VANSELOW
SEEBER

OTHERS PRESENT:

REPRESENTING THE DEPARTMENT OF SOCIAL SERVICES:

MAUREEN SCHMIDT, COMMISSIONER
CYNTHIA SCHROCK SEELEY, DEPUTY COMMISSIONER
JULIE MONTERO, FISCAL MANAGER
DEANNA PARK, DIRECTOR OF COUNTRYSIDE ADULT HOME
PAUL DUSEK, COUNTY ADMINISTRATOR
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER

SUPERVISORS CONOVER

GIRARD

MCDEVITT

THOMAS

TAYLOR

DAVID STRAINER, TOWN OF QUEENSBURY RESIDENT

TRAVIS WHITEHEAD, TOWN OF QUEENSBURY RESIDENT

THOM RANDALL, *ADIRONDACK JOURNAL*

DON LEHMAN, *THE POST STAR*

SAMANTHA HOGAN, SECRETARY TO THE CLERK OF THE BOARD

Mr. Simpson called the meeting of the Social Services Committee to order at 9:15 a.m.

Motion was made by Mrs. Frasier, seconded by Ms. Seeber and carried unanimously to approve the minutes of the prior Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Maureen Schmidt, Commissioner of the Department of Social Services (DSS), who distributed copies of the DSS Agenda to the Committee members, a copy of which is on file with the meeting minutes. Ms. Schmidt then proceeded to present the following requests:

- 1) To amend the Table of Organization and Salary Schedule to reclassify the position of Senior Social Services Investigator #1, Grade 13, to Supervising Social Services Investigator, Grade 15 (annual salary \$47,004) effective January 1, 2016.

Paul Dusek, County Administrator, noted that because this request involved a bargaining unit position, Union negotiations would be required to approve the desired salary grade.

Motion was made by Ms. Wood, seconded by Mr. Vanselow and carried unanimously to approve the request to amend the Table of Organization and Salary Schedule as outlined above, contingent upon Union review and approval, and refer same to the Personnel Committee; *a copy of the resolution request form is on file with the minutes.*

- 2) For permission to purchase up to three radios for DSS fleet vehicles, at a cost of \$5,083 per vehicle, to increase safety and communicability for staff conducting home visits.

Ms. Schmidt advised the radios purchased would be of the same type mounted in the Probation Department vehicles used for home visits in areas with no cell service.

Mr. Simpson asked if the DSS staff were currently using radio equipment of this nature and Ms. Schmidt answered in the negative, adding that staff used their personal cell phones when service was available.

Mr. Simpson questioned whether a pendent could be used that connected directly to the Sheriffs Department for emergencies and Cynthia Schrock Seeley, Deputy Commissioner of DSS, stated that the handheld devices they intended to use featured a button that would send a signal to the Sheriffs Office.

Mr. Strough asked if there was radio coverage for the radios in all of the areas staff traveled to. Ms. Schmidt replied that in some circumstances when radio coverage was not available, cell phones did work, so they would use both means of communication. Ms. Seeber asked if any of the expense would be reimbursed by the State and Ms. Schmidt replied the County would be reimbursed 75% of the cost. Mr. Simpson asked if these radios would be compatible with the units used by other departments currently, and Ms. Schmidt answered they would use the same bandwidth as the DPW.

Mr. Dusek advised the radios worked as a two piece system. He explained the repeater would stay in the vehicle at all times and the portable hand-held devices would be on there person while conducting the home visits. He added the hand-held units typically had limited power, but this system would send a signal from the hand-held unit to the repeater in the car, which strengthened the signal to allow for a broader coverage area. He noted that none of the systems were without their own problems, but this would increase the likelihood of having communication in emergency situations.

Motion was made by Mr. Sokol, seconded by Ms. Wood and carried unanimously to approve the request as outlined above, and the necessary resolution was authorized for the August 21st Board meeting. *A copy of the resolution request form is on file with the minutes.*

Resuming the Agenda review, Ms. Schmidt presented the following Items which pertained to Requests to Attend Meetings or Conventions:

3. Lisa Schmidt, Child Protective Services (CPS) Caseworker, to attend Caseworker CPS Response Training in Albany, NY on October 5-9, 2015 and October 26-29, 2015.
4. Katilynn St. John, Supplemental Nutrition Assistance Program (SNAP) Social Welfare Examiner (SWE); Madisyn Conde, SNAP SWE; and Cecily Burlingame, SNAP SWE, to attend SNAP Training Institute on November 16-20, 2015 in Castleton on Hudson, NY.

Motion was made by Mr. Vanselow, seconded by Ms. Wood and carried unanimously to approve both of the aforementioned travel requests. *Copies of the Authorization to Attend Meeting or Convention forms are on file with the minutes.*

Ms. Schmidt announced three children that had been placed in the Foster Care Youth program had graduated from high school this year, which was not typical, and she noted they were extremely proud of these three young men.

Privilege of the floor was extended to Deanna Park, Director of Countryside Adult Home, who distributed copies of the Countryside Agenda to the Committee members, a copy of which is on file with the meeting minutes. Ms. Park then proceeded to present the following requests:

1. For authorization to renew County-wide agreement with Adirondack Technical Services for repairs to refrigeration/freezer units and ice machines as well as similar equipment in the amount of \$105.00 per hour for normal business hours and \$157.50 per overtime hours.

Ms. Wood asked if this was the same rate as the prior contact and Ms. Park answered in the negative. She explained this request had come from Julie Butler, Purchasing Agent, who advised there had been an increase, but noted it was under the industry standard of 15%.

Motion was made by Mrs. Frasier, seconded by Ms. Wood and carried unanimously to approve the

request as presented and the necessary resolution was authorized for the August 21st Board meeting; *a copy of the resolution request form is on file with the minutes.*

2. For authorization to reclassify two current positions at Countryside Adult Home.

Ms. Park advised these positions were created in 2005 and no longer accurately described the responsibilities of the positions. She added that Patricia Nenninger, Personnel Officer, was currently reviewing the details of the reclassifications and had suggested if the Committee wanted to move forward in approving the requests, they should do so pending her final review; alternatively, Ms. Park noted this item could be placed on hold until the next Committee meeting.

Ms. Nenninger clarified in the circumstance of reclassification, there was potential for reallocation, one step of which required a job classification survey. She continued because this request was prompted by the introduction of new duties, appropriate job descriptions needed to be finalized and confirmed and notice given to the employees affected.

Ms. Seeber questioned whether Ms. Nenninger felt they should proceed or revisit this at the next Committee meeting and Ms. Nenninger confirmed her opinion that it would be best to delay the matter for discussion at the next Committee meeting. Mr. Dusek agreed there was still enough work that needed to be completed in association with the request to justify delaying it for one month. He stated that a Board resolution would be needed to set the titles and salaries for the positions in question, and a determination would also need to be made as to whether the positions were within the bargaining unit and would require Union approval. It was the consensus of the Committee to table the aforementioned request for review at the next Committee meeting.

Moving on to the Overtime Report, Ms. Park noted overtime use was up 23 hours due to the fact that a resident had required one-on-one care for a short period of time for safety measures.

Privilege of the floor was extended to Julie Montero, DSS Fiscal Manager, who advised the DSS Overtime Report reflected that DSS overtime use was well under last year's figures. In regards to the Revenue and Expenditures Report, Ms. Montero apprised the revenues were starting to pick up, as she had anticipated for the second half of the year.

As there was no further business to come before the Social Services Committee, on motion made by Mr. Sokol and seconded by Mr. Vanselow, Mr. Simpson adjourned the meeting at 9:31 a.m.

Respectfully Submitted,
Samantha Hogan, Secretary to the Clerk of the Board